

What To Submit

Submitting a complete report requires two (2) actions: Submitting electronic data and mailing report summaries with fees, if applicable.

1. ELECTRONIC DATA

Once the AER has been reviewed for completeness, and verified for accuracy. If all forms have passed, or have warnings that have been reviewed, the "SUBMIT" button is enabled for submitting the data. This will electronically deliver the AER data to the AQMD's database.

Note that only the Administrative User is able to submit the data. A regular user cannot submit a report. A confirming e-mail will be sent to the manager of the account. User can generate the reports for printing under "Forms and Reports" tab. The report submittal confirmation page is displayed at the bottom of the list of forms and reports.

2. REPORTS AND FEES

In an effort to reduce paper storage, the AQMD requires only the following forms be returned in paper form, they are:

- Form X – Signature Page
- Form S – Summary Page
- TACS – Toxics Summary Page
- Form A – Status Update
- The Report Submittal Confirmation page
- A check for any emission fees due, if applicable

Make sure to sign the signature page and mail the above forms, along with any fee payments, back to the AQMD in the envelope provided. If a different envelope is used, please mail the required forms and fees to the following address:

South Coast Air Quality Management District 2010 Emission Report File No. 54493 Los Angeles, CA 90074-4493

If a messenger service is used (or hand delivered), the package should be delivered to the cashier's booth at AQMD Headquarters at the address listed below in Diamond Bar on or before 5:00 p.m. on the last day of the filing period. Please note that AQMD is closed on Mondays.

South Coast Air Quality Management District ATTN: Finance Cashier 2010 Emission Report 21865 Copley Drive Diamond Bar, CA 91765-4178
--